



★UNACCOMPANIED HOUSING MANAGEMENT

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This instruction implements AFPD 32-60, *Housing*, and DoD 4165.63-M, *DoD Housing Management*, September 1993. It outlines rules for unaccompanied housing (UH) at Air Force installations. It explains adequacy standards and assignment of permanent party people to unaccompanied officer quarters (UOQ), unaccompanied noncommissioned officer quarters (UNCOQ) and unaccompanied enlisted quarters (UEQ). This publication does not apply to the Air National Guard (ANG). This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain this information is in 10 U.S.C. 8013. Systems of record notice F090 AF B, *Unaccompanied Personnel Quarters Assignment/Termination*, applies.

SUMMARY OF REVISIONS

This instruction provides assignment policy as the Air Force implements private room occupancy and lowers occupancy goal from 95 to 90 percent. It establishes the requirement for Quarters Improvement Committee and a Quarters Improvement Plan. It redefines unaccompanied housing priorities and establishes new unaccompanied housing categories called space required and space available. It redefines minimum adequacy standards for FY96 and beyond, establishes guidelines for drayage and storage of household goods, and redefines dormitory management concepts.

This issuance aligns the instruction with AFPD 32-60. This publication of AFI 32-6005 supersedes AFI 32-6005, dated 28 April 1994.

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Chapter 1**UNACCOMPANIED HOUSING PHILOSOPHY AND RESPONSIBILITIES**

1.1. Philosophy. This instruction provides policy for managing unaccompanied permanent party personnel housing.

Emphasis on unaccompanied housing as a quality of life issue, and its impact on readiness and retention, have driven new Department of Defense standards and priorities. The Air Force is fully committed to increasing privacy and improving unaccompanied housing as quickly as resources allow.

1.1.1. Customer expectations form the baseline for delivery of service.

1.1.2. The guiding precept in quality unaccompanied housing is to create a residential community promoting pride, professionalism and personal dignity. Unaccompanied housing should be simple, durable and functional.

1.1.3. All levels of base management are accountable to the customer to achieve success.

1.2. Headquarters US Air Force (HQ USAF) Responsibilities.

1.2.1. HQ USAF/CE. The Civil Engineer establishes policy and staff oversight for management of UH.

1.2.2. HQ USAF/CEH. The Director of Housing develops policy and implements UH programs.

1.3. Major Command (MAJCOM) Responsibilities. MAJCOMs administer and manage UH within the command. The term MAJCOM includes all field operating agencies and direct reporting units with UH. MAJCOMs:

1.3.1 Ensure utilization rates meet or exceed Air Force standards.

1.3.2 Ensure that only necessary basic allowance for quarters (BAQ) payments are made.

1.3.3 Set command policies for management of UH.

1.4. Installation Responsibilities.

1.4.1. Installation commanders:

1.4.1.1. Manage UH programs.

1.4.1.2. Make sure UH is assigned without regard to race, color, religion, national origin, or sex (except to provide privacy between members of the opposite sex).

1.4.1.3. Designate and reallocate quarters based on need and optimum utilization.

1.4.1.4. Maintain 90 percent occupancy of adequate UH quarters, and validate UH occupancy and use on DD Form 2085,

Unaccompanied Personnel Housing Inventory and Utilization Data Reports.

1.4.1.5. Authorize BAQ when total basewide occupancy of priority 1, 2, and 3 personnel residing in the UEQs and UNCOQs exceeds 90 percent (see para 2.3). This authority may be delegated, in writing, to the base engineer or housing flight chief.

1.4.1.6. Decide who is required to live on-base for reasons of military necessity, readiness, or discipline. Approve requests for off-base residency (with allowances) and priority assignment to on-base quarters, based on hardship. Approve/disapprove requests for on-base residency submitted by personnel experiencing a hardship. This authority may be delegated (in writing) to the support group commander or equivalent.

1.4.1.7. Provide appropriated fund resources to operate and maintain UH, to include furnishings.

1.4.1.8. Ensure UH meets adequacy standards in chapter 3.

1.4.1.9. Establish a Quarters Improvement Committee (QIC) that will be chaired by the installation commander, deputy, or support group commander. The QIC will develop a Quarters Improvement Plan (QIP). (See AFI 32-6004).

1.4.1.10 Encourage self-help programs.

1.4.1.11. Establish UOQs/UNCOQs where needed.

1.4.1.12. Establish inspection criteria (see paragraph 1.8).

1.4.1.13. Determine local dormitory management policy.

1.4.1.14. Conduct periodic dormitory visits.

1.4.1.15. Installation commanders establish cleaning standards for occupants at termination.

1.4.2. Base engineers must make sure UH policies and rules are set up and carried out.

1.4.3. Housing Flight Chiefs:

1.4.3.1. Serve as the base office of primary responsibility (OPR) for this instruction. Implement local operating rules for UH.

1.4.3.2. Keep and report occupancy data on local forms and the DD Form 2085. Recommend actions to installation commanders to correct less than optimum (90%) utilization.

1.4.3.3. Manage UOQs and UNCOQs; determine eligibility; assign and terminate; and keep waiting lists.

1.4.3.4. Verify accuracy and request changes to UH real property records.

1.4.3.5. Budget and advocate for all Unaccompanied Personnel Housing (UPH) furnishings requirements.

1.4.3.6. Arrange for UOQ/UNCOQ occupants to receive custodial services, if desired.

1.4.3.7. Process authorizations to stop and start allowances based on occupancy of quarters.

1.4.3.8. Establish rules to collect rental charges when required.

1.4.3.9. Stop partial rate BAQ for members assigned to government leased or contract quarters (see paragraph 4.1.5).

1.4.3.10. Authorize local drayage and storage of household goods for qualified unaccompanied personnel assigned to government quarters (see paragraph 2.1 and 4.10).

- 1.4.2.11. Keep base wide waiting lists for personnel who desire to live off-base with BAQ.
- 1.4.3.12. Provide data to determine and support UH construction and renovation.
- 1.4.3.13. Maintain a list of personnel authorized to reside off base at their own expense without allowances.
- 1.4.3.14. Budget for UOQ/UNCOQ cleaning supplies.
- 1.4.3.15. Train unit personnel on UH occupancy reporting and furnishings management duties.
- 1.4.3.16. Conduct annual verification of members drawing single rate and partial rate BAQ.
- 1.4.3.17. Prepare and plan for QIC.
- 1.4.4. Dormitory managers working for unit commanders, or consolidated dormitory management (CDM) personnel, are responsible for day-to-day operation of UEQ allocated to their organization. Typical duties are listed in Chapter 5. These duties include:
 - 1.4.4.1. Identifying individual room and public area safety and health hazards.
 - 1.4.4.2. Ensuring UEQ occupancy reports to the Housing Flight are accurate and timely.
 - 1.4.4.3. Accounting for furniture, appliances, recreation equipment and supplies for UEQs under their control.
 - 1.4.4.4. Assigning and terminating UEQ rooms under their control.
 - 1.4.4.5. Budgeting, purchasing, and controlling UEQ supplies, including initial issue and replacement linens. Providing common-area supply items for individual occupant use, such as toilet paper, light bulbs (government owned items only), toilet/shower cleaner, window cleaner, paper towels, etc. Also, provide cleaning supplies needed by bay orderlies to maintain common areas, i.e., light bulbs, window cleaner, paper towels, vacuums, wax, furniture polish, etc. *Note:* All dormitory supplies will be budgeted and funded in the Real Property Services PE (XXX79F); unit mission funds will not be used for this purpose. The unit commander (in unit dorm management concept) or CDM submits a budget for dormitory supplies, and the host budget office integrates dormitory supply requirements into the base Real Property Services budget. Air Force tenants (intraservice) will be provided dormitory supply support consistent with that of the host dormitories. Interservice tenants will be provided supply support consistent with AFI 205-1 and DoDI 4000.19.
 - 1.4.4.6. Managing and controlling unit hospitality rooms.
 - 1.4.4.7. Acting as facility manager for UEQs under their control.
 - 1.4.4.8. Confirming annual single rate BAQ certification to housing flight chief.
 - 1.4.4.9. Conducting annual assessment of furniture and providing results to housing office (AFI 32-6004, *Furnishings Management*).
 - 1.4.4.10. Providing UEQ furniture and furnishings needs annually to the Housing Flight.
 - 1.4.4.11. Participating in the QIC.
 - 1.4.4.12. Maintain occupancy listing by room.
 - 1.4.4.13. Maintain a repair record of common use items (washers, dryers, TVs, etc.).
- 1.4.5. Occupant responsibilities:
 - 1.4.5.1. UH occupants shall acknowledge in writing their responsibilities and liability at the time of assignment and termination. The condition of the room will be validated at both assignment and pre-termination or final inspection.
 - 1.4.5.2. Occupants shall be responsible for such routine maintenance, minor repair, and housekeeping as would be expected of tenants in private housing of similar type and value. Standards for occupant cleaning responsibility shall consider fair wear and tear. Responsibility for occupant cleaning will be minimized when the rooms are scheduled for change of occupancy maintenance and repair.
 - 1.4.5.3. Occupants shall account for their conduct in government controlled rooms, conserve utilities according to energy conservation programs, report facility and furnishings maintenance needs, and follow fire, health, and safety instructions.
- 1.4.6. Occupant liability. Occupants shall be held liable for loss or damage to housing, equipment, or furnishings caused by the abuse or negligence of the occupants or their guests and for failure to satisfactorily clean an assigned room upon termination (10 U.S.C. 2775).
 - 1.4.6.1. The manager requests a report of survey be performed to determine liability when cost is \$500 or greater, unless the individual volunteers to pay. Occupants' financial liability will be determined in accordance with 10 U.S.C. 2775 and chapter 7 of DoD 7200.10-M.
 - 1.4.6.2. The authority to make deductions from a military member's pay sufficient to cover the cost of necessary repairs, replacements, or cleaning is contained in 10 U.S.C. 2775. Salary offset for civilian employees is authorized in section E, enclosure 3, of DoD Instruction 7045.18.
 - 1.4.6.3. The amount collected for loss or damage to UH shall be credited to the O&M account of the Military Department or Defense Agency concerned and shall be available for use for the same purpose and under the same circumstances as other funds in those accounts.

1.5. Housing Males and Females. Males and females may be assigned to the same building provided:

1.5.1. Males and females do not share sleeping rooms or bathrooms. They may share semiprivate baths only when there are no available units to share with the same gender, the assignment is voluntary and there are functioning locks on both the inside and outside of each door.

1.5.2. Living rooms with kitchens between adjacent rooms or modules have functioning locks on both the inside and outside of each door.

1.5.3. Joint use of laundry rooms, TV rooms, lounges, study, and exercise areas is authorized.

1.5.4. Buildings with central bathrooms may be shared, provided:

1.5.4.1. Male and female living areas are not intermingled. Clearly define and identify separate areas by using a floor, a wing, or one end of a hallway.

1.5.4.2. Separate central bathrooms are an integral part of the defined area and are clearly designated as male or female bathrooms.

1.5.4.3. Corridors in the defined areas are part of the living area. Do not use common corridors for both sexes in the normal course of UH use, entrance and exit.

1.5.4.4. Provide some form of fixed or free standing partition to clearly define the male or female living area, and prevent visual access by the opposite sex. Locked or barred doors are not required.

1.5.5. Field Housing Conditions. In the event of military necessity or readiness, installation commanders have authority to deviate from male and female housing policies as necessary to meet mission requirements.

1.5.5.1. Meet the above described privacy conditions to the extent possible during mobility deployments and exercises.

1.5.5.2. When private facilities are not possible, use temporary partitions and time sharing of bathroom facilities as necessary.

1.5.5.3. When private facilities are not possible, make every attempt to assign shared quarters only on a voluntary basis.

1.6. Smokers and Nonsmokers. Consider smoking and nonsmoking preferences in individual UH room assignments. When assigning two people to the same room, assign smokers with smokers and nonsmokers with nonsmokers. If a smoker and nonsmoker are assigned to the same room, the rights of the nonsmoker will prevail. Common areas are considered non-smoking.

1.7. Changes in Use. See AFI 32-9002, *Use of Real Property Facilities*.

1.7.1. Commanders may reallocate quarters between permanent party and transient use to achieve optimum utilization.

1.7.2. MAJCOMs approve change in use of UH. MAJCOMs may delegate this authority to installation commanders.

1.7.3. The rated capacity of quarters is the minimum net square foot (NSF) standards (table 3.1) for the lowest grade officer (2nd Lieutenant) and airman (Airman Basic) in permanent party categories. Do not base rated capacity on how the quarters are assigned. Permanent party central latrine dormitories will be rated as single occupancy.

1.8. Inspections. It is Air Force policy to keep the number of UH inspections at the absolute minimum. Installation commanders establish standards for their base (see Attachment 2).

1.9. Tenant and Attached Units. The host base provides UH support to eligible tenant and attached unit people whenever possible.

1.9.1. Require support agreements in accordance with AFI 25-201, *Support Agreements Requirements*, if a unit or element of one MAJCOM is located on or near an installation of another command. Require interservice support agreements if units of another service are located on or near an Air Force installation.

1.9.2. The host base is the approving authority for tenant and attached unit UH BAQ authorizations.

1.10. Reporting Requirements. UH inventory and utilization reports justify allocating UH assets, constructing new quarters, and paying BAQ.

1.10.1. Prepare reports on a DD Form 2085. Include Air Force Supplemental data and any MAJCOM data as required. These reports cover a six-month period with report close out as of 31 Mar (interim report) and a one-year period ending 30 Sep (final report).

1.10.2. Use automated software to electronically produce and send the DD Form 2085 and supplemental data. Bases not having automated capability will manually compile reports and forward them to the MAJCOM.

1.10.3. Unit commanders or consolidated dorm managers keep daily auditable records on UEQ occupancy and provide monthly occupancy reports to the housing flight chief for consolidation.

1.10.4. Housing managers keep daily auditable records on UNCOQ/UOQ occupancy and permanent party people authorized to live off-base without BAQ. The housing office transmits the consolidated permanent party portion of the DD Form 2085 plus any supporting information to the MAJCOM by the established due date.

- 1.10.5. Housing flight chiefs and lodging managers brief the installation commander on utilization and occupancy of both permanent party and transient facilities to ensure proper allocation of quarters.
- 1.10.6. MAJCOMs will:
- 1.10.6.1. Check each installation report to make sure it is correct, valid, and complies with directives and policy guidance.
- 1.10.6.2. Send one copy of each installation DD Form 2085 report with supporting information and one copy of the command summary reports to arrive at HQ USAF/CEH by 5 May and 5 November.

Chapter 2

UH ASSIGNMENTS AND TERMINATIONS

2.1 Private Room Implementation. The Air Force goal is private rooms for permanent party airmen (E-1 through E-4's) by the end of fiscal year (FY) 2002. Interim UH assignment policy is needed to phase implementation of private rooms, and minimize the impact on the military pay account for increased housing allowances (BAQ, VHA, OHA). The transition phase period is as follows:

2.1.1. Phased private dormitory room schedule:

	<u>Begin:</u>	<u>By (end of):</u>
Central Latrines	now	ASAP
E-4s	FY97	FY98
E-3s	FY98	FY00
E-1s and E-2s	FY00	FY02

2.1.2. To create extra dorm space needed as private room assignments are phased in, use the following guidelines:

2.1.2.1. First priority to move off-base: Volunteers on BAQ waiting list (all grades, senior grades have priority)

2.1.2.2. Second priority to move off-base: personnel in grades E-5 and above, who are space available. When there are no volunteers to move off-base with BAQ and dorm space is needed for E-1 through E-4 personnel, space available personnel must move out of dorms after given 30 days notice. Give priority for retaining quarters to the junior person when more than one space available person must vacate. E-5 and above personnel currently residing in the dorms in any status have one year "grandfather" status after the date this AFI is implemented. Upon receipt of this AFI, Priority 3 and 4 space available personnel residing in dormitories will sign a statement acknowledging that they are occupying UH on a space available basis and may be asked to terminate given 30 days notice.

2.1.2.3. Provisions for hardship BAQ requests remain the same during the phase-in to private dormitory rooms (see paragraph 2.4.1).

2.1.2.4. In assigning shared dormitory space (rooms, kitchens, or bathrooms), follow paragraph 1.5 for male-female housing policies. Other factors to consider include shiftwork, age, smoking and shared/common interests.

2.1.2.5. Exceptions: MAJCOM commanders maintain flexibility in all assignment policies and may keep rooms at double occupancy until additional new dormitory space is provided at housing-constrained locations both CONUS and OCONUS.

2.2. Unit Integrity. Unit integrity shall be maintained as long as it does not cause the base occupancy rate to fall below 90%. To permit maintaining unit integrity, dormitory assets will be distributed equitably among using organizations. When an individual arrives at a base and dormitory space is not available in their unit, assign the individual to a hospitality room or to available space in another unit's allocated space until space within the individuals unit dormitory is available. If assigned to another unit's dormitory, moves between dormitory rooms will be considered a directed move for the purpose of reimbursing an individual's expenses to reconnect telephone and cable television services.

2.2.1. The housing flight chief monitors unit UEQ space utilization rates. The installation commander adjusts allocation between units, making sure each unit receives an equitable share of the total installation UEQ assets based on the number of unit enlisted people in priorities 1 and 2 (see paragraph 2.4).

2.2.2. The installation commander may establish UOQ and UNCOQ from available assets. When established, the Housing Flight manages these assets.

2.3. People Eligible for UH. The following personnel are eligible for assignment to the UOQ, UNCOQ, and UEQ, according to their grade:

2.3.1. US military active duty people referenced in paragraph 2.4 (members with dependents separated for 30 days or less, and waiting for family members to arrive, are assigned to lodging quarters.)

2.3.2. Civilian employees (as defined in attachment 1) are generally expected to rely on the civilian community for housing support. Special considerations are:

2.3.2.1. In the continental United States (CONUS), including Alaska and Hawaii, civilians are eligible only if required to live on base for reasons of military necessity.

2.3.2.2. In foreign countries and US overseas areas (includes Alaskan isolated sites), they are eligible on a space available basis only if they are authorized living quarters allowance (LQA). Eligibility for housing is limited to five consecutive years occupancy at any given location (except for key or essential civilian employees). The installation commander may authorize extensions not to exceed 90 days when necessary to relieve hardships. Civilians must meet one of the following conditions:

2.3.2.2.1. Required to live on base due to military necessity.

2.3.2.2.2. Civilian community facilities and services do not exist, are substandard, or are restricted.

2.3.2.2.3. Use of government quarters is required in the employee's contract.

2.3.2.2.4. Excess to government needs.

2.3.3. US Coast Guard, US Public Health Service, and National Oceanic and Atmospheric Administration (NOAA) people may be assigned quarters using priorities determined by the installation commander. Normally, full-time personnel are eligible on the same basis as civilian employees.

2.3.4. Contract people and US college faculty who perform duties according to terms of a DoD contract stating that housing support must be provided and faculty of US colleges that provide Air Force sponsored on-base courses are eligible on the same basis as civilian employees.

2.3.5. Other non-DoD US government employees are eligible on a space available basis in foreign countries and US Trusts and Territories, or as stated in official agreements.

2.3.6. American Red Cross full-time employees are eligible on the same basis as civilian employees. These personnel are exempt from rental charges at foreign locations. In CONUS, US territories, and possessions, they must pay a rental fee based on the rates charged for comparable private rental housing in the adjacent area (see AFI 32-9003, *Granting Temporary Use of Air Force Real Property*, and AFI 36-3105, *Red Cross Activities Within the Air Force*).

2.3.7. Reserve and National Guard people on active duty for training (school tours, annual tours) and other than for training (man-days, activation, mobilization) are determined by the installation commander at the permanent duty station (PDS).

NOTE: The PDS for members of reserve components ordered to active duty for training is the training location to which each member travels. The PDS for members ordered to active duty, other than for training, is their monthly drill or training station. The PDS for reserve members who have no monthly drill or training station, i.e., individual ready reserve (IRR), some individual mobilization augmentees (IMA), standby reservists, is the place from which they were called or ordered to active duty.

2.3.8. Foreign people are eligible, provided they are:

2.3.8.1. Engaged in, or sponsored through security assistance or other similar programs. These people are eligible on the same basis as US military personnel, or as stated in official agreements.

2.3.8.2. Allied exchange people, who are eligible on the same basis as US military personnel.

2.3.8.3. Foreign liaison people, who are eligible on a space available basis.

2.3.9. The installation commander has the authority to allow groups such as youth and national organizations, Air Force Reserve Officer Training Corps, Civil Air Patrol, etc., to occupy UH on a space available basis and when considered to be in the best interests of the government.

2.4. Assignment Priorities. Quarters are assigned according to the following priorities:

2.4.1. Priority 1. Space required. People required to live on base for reasons of military necessity, readiness, or discipline, including unmarried and unaccompanied married people who are incumbents of designated key and essential positions listed in the base supplement to AFI 32-6001, *Family Housing Management*, and members with a bonafide hardship as determined by the installation commander. The requester's organization commander recommends approval or disapproval of the hardship request through the housing office to the installation commander who makes the final decision. A signed copy of approval or disapproval actions must be provided to the housing office. Approval or disapproval authority for hardship assignments may be delegated no lower than the Support Group Commander or equivalent.

2.4.2. Priority 2. Space required. People in grades E-1 through E-4, with lower grade people having precedence where there are not enough quarters.

2.4.2.1. Involuntarily separated people overseas (except Alaska, Hawaii, and Guam).

2.4.2.2. Unaccompanied people in the CONUS, Alaska, Hawaii, and Guam not entitled to travel of family members and transportation of household goods.

2.4.2.3. Unaccompanied people assigned to CONUS, Alaska, Hawaii, and Guam isolated locations identified in AFI 36-2110, *Assignments*.

2.4.2.4. A military person married to another military person when geographically separated and not accompanied by any family members.

2.4.2.5. People receiving BAQ differential (BAQ-DIFF).

2.4.3. Priority 3. Space available. Unmarried (single) people in grades E-5 through E-9, beginning with the most junior person.

2.4.4. Priority 4. Space available. Unaccompanied people in grades E-1 to E-9, beginning with the most junior person. Other people eligible for quarters on a space available basis.

2.5. Assignment Priorities in Housing Constrained Locations. When the Housing Market Analysis (or equivalent document for Japan and Korea) reflects a deficit of adequate and affordable off-base housing to support unaccompanied people in grades E-5 to E-9 at any location, the MAJCOM commander may designate the affected grades of unaccompanied people as priority 2, space required. The HMA must fully justify the lack of adequate housing for E-5 to E-9 personnel, and installations should program to build unaccompanied housing for the affected grades (reference AFH 32-1084).

2.6. Assignment Procedures. Assignments to UOQs and UNCOQs are made by the housing office; assignments to UEQs are made by the unit commander or CDM. Assignments are made as soon as possible after a person arrives at a base. Commanders/first sergeants or CDM will develop local procedures to ensure that when individuals are assigned to a dormitory appropriate actions to start or stop BAQ are taken.

2.6.1. Hospitality Rooms. If permanent rooms are not available for members arriving during nonduty hours, arrange temporary accommodations in lodging quarters or in a unit/CDM UH hospitality room. Newly assigned enlisted individuals occupying lodging facilities will pay the daily lodging fee. Hospitality rooms are controlled and assigned by the units or CDM and used as temporary quarters for arriving and departing people. The DD Form 2085 reflects a space(s) adjustment for the hospitality room(s).

2.6.2. Make assignments in writing using AF Form 291, **Unaccompanied Quarters Assignment-Termination Record**, or automated product. The office or unit making the assignment keeps a record and a copy of any determination that may have been made by the installation commander.

2.6.3. Require people to inspect their room and its contents during the initial room assignment process. Residents will acknowledge receipt of linen, condition of all furnishings, and assigned room by signing an AF Form 228, **Furnishings Custody Receipt and Condition Report**, or automated product. It is important to annotate any damage to the room and furnishings at this time.

2.6.4. UH Waiting Lists. The housing flight chief will maintain the following lists for UOQs and UNCOQs; unit commanders or first sergeants or CDM will maintain these lists for UEQs.

2.6.4.1. Waiting list for priority 2 personnel.

2.6.4.2. List of priority 3 and 4 personnel currently assigned to quarters on a conditional, space available basis.

2.7. Involuntary Assignments. Involuntary assignments to UH are made when:

2.7.1. Required for reasons of military necessity, readiness, or discipline. This applies to all personnel and to adequate or inadequate quarters.

2.7.2. Occupancy of adequate UH by priority 1, 2 and 3 personnel is below the 90 percent utilization rate. Involuntary assignment applies only to personnel in grades E-4 and below. The member must be given 30 days advance written notice. Start with the most junior people.

2.7.3. Make every effort to fill UH vacancies with newly arrived people. If projected unaccompanied people gains will not raise the occupancy rate to 90 percent within 120 days, the installation commander recalls those space required people who were previously authorized to live off base and receive BAQ, and who initialed statements A or B of Block III, AF Form 291 or automated product.

2.7.4. Unless required for military necessity, readiness, or discipline, do not involuntarily assign people in grades E - 4 and below under the following conditions:

2.7.4.1. If an individual has official notification to depart the installation PCS.

2.7.4.2. After the death of a sole family member.

2.7.4.3 When a military person married to another military person lives off base and remains at the original location, while the spouse is reassigned to another base (see DoD Pay Manual [DoDPM]).

2.7.4.4. If the installation commander decides that a significant hardship will be experienced. For example, financial hardship because the individual was not briefed and did not sign one of the statements in Block III of AF Form 291 or automated product and made permanent arrangements to live off base; financial hardship due to the forced sale of a home; or penalties according to the terms of an existing lease.

2.7.5. Civilian employees may not be involuntarily assigned to occupy on-base quarters, except when required by military necessity. However, if adequate quarters are made available in foreign countries and US overseas areas on a permanent basis and are refused by the employee (DoD 1400.25-M, Chapter 592, *Overseas Allowances and Differentials*), LQA is not authorized. Temporary quarters living expense will continue.

2.8. Termination Procedures.

2.8.1. Terminate UH assignments in writing when:

2.8.1.1. A person departs PCS, or ends active military service or civilian employment.

2.8.1.2. A person gains BAQ at the with-dependent rate.

2.8.1.3. A person has been authorized by proper authority to live off base with BAQ and VHA/OHA.

2.8.1.4. A person in a higher priority (paragraph 2.4) requires quarters. Terminate housing in reverse order of priority.

2.8.1.5. A person voluntarily occupies inadequate UH and requests termination.

2.8.1.6. A military or civilian person is away from their permanent duty station, and status is changed to PCS, missing in action, extended confinement, Absent Without Leave (AWOL), or captured by the enemy; or on the death of an individual. In these cases, see AFI 34-502, *Disposition of Personal Property*, regarding protection of personal property.

2.8.2. Issue notice to terminate priority 3 and 4 personnel, giving the occupant prior written warnings and at least 30 days advance notice, when conduct is either contrary to accepted standards, or is adverse to military discipline.

2.8.3. Occupants must schedule an inspection appointment with the unit making the original assignment or with CDM. Remove all personal property in the room before the final inspection. After the inspection, turn in the room key and pay any applicable fees or charges. Meet the requirements of paragraph 1.4.5 of this instruction. After these actions, quarters termination is certified by the appropriate manager (housing flight chief for UOQ or UNCOQ, the unit commander or first sergeant or CDM for UEQ) by issuing an AF Form 291 or automated product to the occupant. Start/stop BAQ as appropriate.

2.9. Leased or Contract Housing. Installation commanders may obtain UH facilities through lease or contract arrangements for priority 1 and 2 personnel when adequate government owned quarters are not available. The requirement for leasing as stated in AFI 32-9001, *Acquisition of Real Property*, must be followed.

2.9.1. Do not lease or contract quarters if:

2.9.1.1. There is less than optimum utilization of all adequate on-base UH by priority 1 and 2 personnel.

2.9.1.2. Adequate quarters at the base are occupied by personnel in priorities 3 and 4.

2.9.1.3. Adequate government quarters controlled by other Air Force bases or other services within the local commuting distance are available through a host-tenant, interservice support, or other agreement.

2.9.1.4. Adequate and affordable civilian housing is available.

2.9.1.5. If in the opinion of local police authorities through a climate assessment deem quarters unsafe.

2.9.1.6. Excess transient facilities are available.

2.9.2. If the need for quarters is long term and stable, a lease arrangement should be considered. If the need is short term or fluctuating, a contract arrangement should be considered.

2.9.3. Quarters must meet the minimum adequacy standards of chapter 3.

2.9.4. Leased or contract quarters are government controlled housing and managed according to this instruction.

2.9.5. Pay for lease or contract costs from operations and maintenance (O&M) funds. Base leasing capability on the availability of O&M funds. Limit costs to basic rent, utilities, and furnishings unless otherwise approved by the MAJCOM.

2.9.6. Provide furnishings support.

2.9.7. Housing flight chiefs will stop entitlement to partial BAQ to people assigned in leased or contract UH when the cost to the government exceeds person's BAQ plus VHA/ OHA.

Chapter 3

ADEQUACY STANDARDS

3.1. Unaccompanied Housing Standards. Unaccompanied Housing supplies the space, privacy, and furnishings required for comfortable living. Adequacy standards apply to all government owned or controlled UH, unless otherwise specified by contract or lease between the Air Force and a private contractor. Use tables 3.1 and 3.2 to decide whether UH is adequate for involuntary assignment of people to on-base quarters. When the installation commander decides existing on-base UH is not adequate, permanent party members may reside off base with allowances.

NOTE: The minimum standards in table 3.1 pertain only to existing facility inventory. Any future construction or renovation project must meet the minimum standards outlined in table 3.2.

3.1.1. UH standards are established to support the mission and maintain the quality of life for personnel. However, until Congress changes public law, standards shall not be set that exceed those in this chapter if such action by itself would result in increased cost in BAQ and VHA/OHA. If there are excess UH facilities at a base, installation commanders will make sure all members are assigned single rooms before redesignating the space for another use or closing UH.

3.1.2. The following two tables establish Air Force adequacy standards for existing inventory (2+2 construction standard) and for future inventory constructed or converted in FY96 and later (1+1 construction standard).

Table 3.1. Minimum Adequacy Standards (Existing Inventory).

(Dormitories Programmed/Funded in FY95 or Earlier) Permanent Party Personnel and PCS Students (Per Person)		
Grade	Space Required	Space Available
0-3 thru 0-10 W-3 thru W-5 GS-10 and above	400 square feet net living area (Note 1), private bedroom and living room and bath. Semi private kitchen.	SAME AS SPACE REQUIRED
0-1, 0-2 W-1, W-2 GS-9 and below	250 square feet net living area (Note 1), private sleeping and living room, private bath, access to kitchen facility within the same building.	SAME AS SPACE REQUIRED
E-7 thru E-9	270 square feet net living area (Note 2), private room, private bath.	135 sq ft net living area (Note 3), private room, bath shared with not more than one other person
E-5, E-6	135 square feet net living area (Note 2), private room, bath shared with not more than one other person.	135 sq feet net living area (Note 3) private room, bath shared with not more than one other person.
E-1 thru E-4 (Note 4) (includes PCS students)	90 square feet net living area (Note 2), not more than two individuals to a room, central bath.	SAME AS SPACE REQUIRED
Basic Trainee B Basic Trainees	72 square feet net living area, open bay, central bath.	N/A

NOTE: 1. The net living area of a UOQ private room or suite is measured from the inside face of the room walls and includes all enclosed, unshared spaces and partitions.

2. The net living area of enlisted dormitories is measured from the inside face of the room walls and is generally defined as any area of the floor that can accommodate an item of free-standing furniture. Items included in net living area calculations are:

wardrobes (measured from outside face to outside face; closets (inside face of wall to inside face of wall); entry door swings that encroach upon the living area; and items of mechanical equipment such as fan-coil units, radiators, and baseboard heaters. Items excluded from net living area calculations are: furred-out columns, pilasters, and mechanical chases that extend into the living area and run from floor to ceiling; circulation space in vanity areas, where the vanity is clearly separated from the living area (where vanities occur within the living area, exclude the area occupied by the vanity. Measure such vanities as if they were wardrobes.).

3. E-5 through E-9 are limited to one room if space available.

4. After 1 Oct 96, there will be no separate standard for "career" E-4 versus "noncareer" E-4.

5. All permanent party personnel occupying central latrine dormitories are authorized a private room.

Table 3.2. Minimum Adequacy Standards for Assignment in Future Inventory (Enlisted Dormitories Programmed/Funded in FY96 or Later) Permanent Party Personnel and PCS Students (Per Person)

Grade	Space Required	Space Available
0-3 thru 0-10 W-3 thru W-5 GS-10 and above	460 square feet net living area (Notes 4 and 6), private bedroom and living room and bath. Semi private kitchen.	SAME AS SPACE REQUIRED
0-1, 0-2 W-1, W-2 GS-9 and below	330 square feet net living area (Notes 4 and 5), private sleeping and living room, private bath, access to kitchen facility within the same building.	SAME AS SPACE REQUIRED
E-7 thru E-9	236 sq ft net living area (Notes 3 and 7), private room, and private bath.	118 sq ft net living area, private room, bath shared with not more than one other person.
E-5, E-6	118 sq ft net living area (Note 3), private room, bath shared with not more than one other person.	SAME AS SPACE REQUIRED
E-1 thru E-4 (includes PCS students-Note 9)	118 square feet net living area (Notes 3 and 8), private room, bath shared with not more than one other person.	SAME AS SPACE REQUIRED
Basic Trainee B Basic Trainees	72 square feet net living area, open bay, central bath (Notes 1 and 2).	N/A

NOTE: 1. Open bay, maximum of 60 persons.

2. For basic trainee, net area is one equal share of the open bay room measured to the inside of the peripheral walls.

3. Net living area is generally defined as the ceiling area in the dormitory (sleeping) room, allocated for furniture and room circulation. Refer to the most recent edition of the Facility Design Guide for Enlisted Dormitories for specific areas to be included and excluded from net living area measurements/calculations.

4. For officers, net living area is measured from the inside face of the suite's peripheral walls and includes all space including private bathroom, thereby enclosed.

5. Combination living room/bedroom, private bathroom, and kitchen.

6. Living room, bedroom, private bathroom and kitchen.

7. E-7 thru E-9, when identified by the Housing Market Analysis as *space required* (i.e., there is no adequate off-base community housing), will be authorized two rooms or an entire 1+1 module.

8. There is no separate standard for "career" versus "noncareer" E-4 personnel.

9. E-1 thru E-4 PCS student personnel will be housed in accordance with the "Pipeline" Student Dormitory Construction Standard, i.e., two persons per 196 net sq ft room, one bath per room shared by not more than one other person.

3.2. Housing Constrained Locations Adequacy Standards. In areas where the installation Housing Market Analysis (HMA) fully justifies a deficit of adequate and affordable off-base housing for any portion of unaccompanied E-5 through E-9 personnel, the MAJCOM/CC may designate the affected grades of unaccompanied personnel as Priority 2, space required. At these installations, grades affected in the HMA will be housed on base at the appropriate standard provided in Tables 3.1 and 3.2. In dormitories built to the 1+1 standard, space required E-7's through E-9's will be authorized the entire module.

3.3 Exceptions to Standards. The installation commander may waive standards for a period not to exceed 30 days for reasons of military necessity or to satisfy mission needs. For periods exceeding 30 days, the MAJCOM Civil Engineer must give written approval to the base before standards are reduced or waived; notification must be sent to HQ USAF/CEH and include the basis for reducing or waiving standards, the estimated get-well date, and plan of action to correct.

3.4. Non-Air Force Installations. When Air Force people are assigned to an Army, Navy, or Marine Corps installation, the adequacy standards set by that Service apply, except where otherwise provided for in an official support agreement.

3.5. Dormitory Programming Criteria. For dormitory programming information, reference AFH 32-1084, Chapter 14.

3.6. Dormitory Design Guidance. For dormitory design guidance, reference the *Facilities Design Guide for Enlisted Dormitories*.

Chapter 4

FINANCIAL MATTERS

4.1. Basic Allowance for Quarters (BAQ). The housing office is the only base activity that processes AF Form 594, **Application and Authorization to Start, Stop or Change Basic Allowance For Quarters (BAQ) or Dependency Redetermination**, for unaccompanied personnel occupying UH. The lodging manager processes BAQ actions for permanent party personnel occupying lodging facilities (see AFI 34-601, *Air Force Lodging*).

4.1.1. Unaccompanied people are authorized to live off-base and receive BAQ and VHA/OHA when the base-wide occupancy exceeds 90 percent OR when the total number of people assigned to quarters plus the number of people who have given up their UEQ entitlement exceeds 100 percent of the accountable base spaces (Line 14, Column C, DD Form 2085). Issue BAQ to the next member on the waiting list until the occupancy rate achieves the appropriate occupancy level. People residing off-base without BAQ are not automatically the most eligible and must compete with other members on the BAQ waiting list.

4.1.1.1. Keep waiting lists by seniority. When the total base wide occupancy of priorities 1, 2, and 3 in UEQs exceeds 90 percent or the appropriate occupancy level, the next member on the waiting list may be issued BAQ.

4.1.1.2. Keep a separate waiting list for females when separate female quarters (i.e., an entire building) have been designated. Authorize BAQ on the same basis as other UEQs when occupancy exceeds 90 percent or the appropriate occupancy level.

4.1.2. There are conditions when people are authorized to live off base with allowances, regardless of the occupancy rate, as long as the installation commander does not require them to live on base for reasons of military necessity, readiness, or discipline (DoDFMR, volume 7A, part 3). These moves are at government expense.

4.1.2.1. People (without family members anywhere) in grades E-5 and above. Stop or start BAQ according to the rules in DFAS-DEM 177-373, Volume II, *Defense Joint Military Pay System (DJMS) Unit Procedures Excluding FSO*, only when quarters are assigned or terminated. Normally, BAQ for newly assigned members in grades E-5 and above will continue from their last duty station; however, if necessary, the local Financial Services Office (FSO) starts BAQ during in-processing once the member has certified nonoccupancy of government quarters. Establish local rules to make sure an AF Form 594, signed by the member, is sent to the accounting and finance office within five workdays after the member moves into UH.

4.1.2.2. People (without family members) in grades E-4 and below for whom adequate quarters are not available. People desiring to live off base with BAQ are placed on a base-wide waiting list kept by the housing office.

4.1.2.3. People experiencing hardships. People with a bonafide hardship, as determined by the installation commander, are authorized to live off base. The requester's squadron or unit commander submits the request to the housing office. The housing office ensures the information related to the hardship is fully documented and justified, then forwards the request to the installation commander who makes the final decision. An information copy of all approval or disapproval actions must be provided to the housing office. Documentation is kept in a case file at the housing office during the period until the authorization expires. Annual recertification is required by the member to continue the entitlement.

4.1.2.4. People with privately owned mobile homes that have been moved from the previous duty station to the new duty station at government cost (authorized in PCS orders). A copy of the authorization for moving the mobile home must accompany the request for BAQ. See AFI 32-6001 for guidance on assigning mobile home spaces.

4.1.2.5. Pregnant women residing in UH who request BAQ. Pregnant women, at their option and with unit commander's approval, may submit a request to the housing office to move from assigned UH to community housing at the 20th week of pregnancy. An earlier move may be requested if determined necessary by medical authority. Installation commanders may direct the move of pregnant members between the 30th week of pregnancy to the date of birth. If a live birth does not occur, or the child is placed for adoption after BAQ is authorized, paragraph 2.7 applies.

4.1.2.6. People with extensive household goods when the annual cost of drayage and storage of a person's household goods would exceed 50 percent of authorized BAQ and VHA, he or she may reside off base with allowances. Formula to figure annual cost of drayage and storage: (drayage + 12 months storage costs) divided by 12 = (BAQ + VHA) for a month.

4.1.2.7. People within 30 days of marriage who are setting up a household in the local area. If the marriage fails to occur, paragraph 2.7 applies.

4.1.2.8. Reservists on active duty for training. BAQ entitlement for reserve members is determined by the availability of government quarters at each location the member visits. Each training location is viewed as a different PDS in this situation.

4.1.2.9. People in a reserve component on active duty tours other than for training are entitled to BAQ under the same conditions as members serving on full-time active duty. The person's reserve unit at the permanent duty station (normal drill or training location) prepares and sends the following to the housing flight chief, who verifies the authorization, certifies the AF Form 594, and sends the package to the servicing pay office for processing:

4.1.2.9.1. AF Form 594.

4.1.2.9.2. AF Form 1373, **MPO Document Control Log-Transmittal**.

4.1.2.9.3. Copy of the member's orders.

4.1.2.9.4. Letter of determination from the unit commander if necessary.

4.1.2.9.5. Address of the member's servicing pay office.

4.1.2.9.6. For people in a reserve component on active duty for training, the place where the training duty is being performed is deemed the permanent duty station for BAQ entitlement purposes. When government quarters are not available, the unit commander will start AF Form 594 and AF Form 1373 and forward the documents to the housing flight chief. The housing flight chief must certify and send the forms to the servicing FSO for processing.

4.1.2.10. Unaccompanied Office of Special Investigation (OSI) Agents and Agent-Trainees. Unaccompanied enlisted OSI agents and agent-trainees are authorized to reside off-base with allowances when the AFOSI region commander or squadron commander determines assignment to unaccompanied housing would impair the agent's or the agent trainee's mission effectiveness.

4.1.2.11. Unaccompanied E-6 members assigned to inadequate quarters. Effective 1 July 1996, unaccompanied E-6 members assigned to housing which does not meet Department of Defense minimum adequacy standards may elect not to occupy the quarters and receive BAQ. This includes unaccompanied housing that falls under the jurisdiction of another Service.

4.1.3. There are conditions when members with dependents residing elsewhere may occupy UH without affecting their right to receive BAQ at the "with-dependent" rate (see DoDFMR, paragraph 30221a(2)). This situation can occur when family housing units are temporarily converted to UH. However, members may not occupy UH which exceed the minimum standards for the member's grade (without dependents) without affecting their right to BAQ unless the only quarters available (a) exceed the minimum adequacy standards, and (b) are made available for joint occupancy with other members (see DoDFMR, paragraph 30221c).

4.1.3.1. Housing flight chiefs should make every effort to assign unaccompanied members to quarters which meet minimum adequacy standards (reference Table 3.1) for their grade.

4.1.3.2. UH exceeds the minimum adequacy standards if fewer than the maximum number of people who could occupy it as adequate housing occurs. UH is adequate for joint occupancy only when all elements of the minimum adequacy standard can be provided for each occupant. For example, UH for officers in the grade of O-3 and above is not adequate for joint occupancy unless the quarters contain a minimum of 800 net square feet living area (400 net square feet for each occupant), two private bedrooms, two private bathrooms, two private living rooms or equivalent, and access to kitchen and dining facilities. For purposes of joint occupancy, private area is any space assigned for an occupant's exclusive use.

4.1.3.2.1. Note that authorized living room space for officer joint occupants can be considered adequate if the equivalent of 460 net square feet of private area or 400 net square feet of private area plus access to 120 square feet of shared living area can be provided.

4.1.3.2.2. Reference Table 3.1 notes for instructions on how to measure net living area.

4.1.4. People may live off base at their own expense (without BAQ, VHA, or OHA) if they are not required to live on base for reasons of military necessity, readiness, or discipline. When people want to live off base at their own cost, but:

4.1.4.1. Want to keep assigned quarters. They must keep them according to set standards, and may be assigned regular UEQ cleanup duties.

4.1.4.2. Do not want to keep assigned quarters. They must sign the statement in block IV, AF Form 291 or automated product, and have it approved by their unit commander. The signed statement is kept by the housing office and unit until the member is authorized BAQ, recalled to the base, or departs PCS. These people are not counted in occupancy rates, and they are not assigned regular UEQ cleanup duties. If they wish to live on base later they are accommodated within set priorities if quarters are available. If quarters are not available and they are the most eligible on the waiting list, BAQ is authorized.

4.1.5. Partial BAQ. Unaccompanied personnel assigned to UH and those living off-base without BAQ are authorized partial rate BAQ. Finance automatically starts this payment for unaccompanied members without BAQ. Partial BAQ is not authorized when members occupy leased or contract quarters which cost more than their BAQ plus VHA or OHA.

4.2. Living Quarters Allowance (LQA). Eligible civilian employees are authorized LQA when overseas and not assigned to government quarters. When UH is assigned or vacated, the housing office provides written notice to the servicing civilian personnel office to stop or start LQA.

4.3. Dislocation Allowance (DLA). People without family members may be entitled to DLA as described by the *Joint Federal Travel Regulations (JFTR)*, volume 1, chapter 5, part G. The term “without family members” includes people who have family members but do not relocate them in conjunction with permanent change of station. This entitlement accrues only when the housing manager determines that permanent quarters will not be assigned within 60 days of the person’s arrival at a new duty station. The housing office prepares and sends to the local FSO two copies of a final determination that permanent quarters will not be assigned.

4.3.1. The DLA entitlement does not exist for:

4.3.1.1. People who occupy government lodging quarters and are later assigned to permanent government quarters within 60 days of arrival.

4.3.1.2. People in the grades E-5 and above (with family members), and people in grades E-4 and below (with or without family members) who have been offered permanent quarters, but elect to live off base at their own expense.

4.3.2. Members in grade E-5 and above who elect to reside off base are eligible to receive DLA, regardless of the availability of quarters and may self certify their nonoccupancy of government quarters.

4.3.3. Before certifying that government quarters will not be assigned to a military person married to another military person (with no family members), the housing office must make sure government family quarters will not be assigned within 60 days of arrival.

4.4. Temporary Lodging Allowance (TLA). Authorize military people in PCS status TLA as required in overseas areas. Specific circumstances, conditions and needs for payment of TLA are identified in the DFAS-DEM 177-373, Volume II and guidance prescribed by the governing agency responsible for TLA administration. Make sure people in a PCS status report to the housing office within two days of arrival.

4.5. Temporary Living Expense (TLE). Authorize military people in PCS status TLE as required to partially offset added living expenses incurred within CONUS. Conditions and needs for payment of TLE are identified in the JFTR and DFAS-DEM 177-373, Volume II.

4.6. Overseas Housing Allowance (OHA). Authorize people who reside off base overseas and who receive BAQ and OHA as required. The housing office certifies eligibility on DD Form 2367, **Individual Overseas Housing Allowance (OHA) Report**, and notifies the FSO. **Move In Housing Allowance (MIHA):** In applicable overseas areas, authorize MIHA for members moving off base at government expense. Conditions for payment of MIHA are identified in the JFTR.

4.7. Housekeeping and Custodial Service. For UOQ/UNCOQ, housekeeping for individual rooms and common areas may be performed by lodging facility personnel on a reimbursable basis. Set up a written agreement between lodging and housing, and ensure occupants pay applicable service charge to lodging. Notify all occupants in writing of the charges for the services which are provided. Provide minimum services which maintain cleanliness standards. Set charges at the lowest possible rate that will recover direct costs and a fair share of the lodging administrative and other indirect costs.

4.7.1. Custodial service in permanent party enlisted quarters is voluntary, however when the service is received payment is mandatory. Commanders may make housekeeping service or custodial service a mandatory condition for people voluntarily occupying UNCOQ/UOQ. *Note:* Security assistance military trainees receive funds from the US Government to pay these charges.

4.7.2. Involuntarily assigned occupants are provided standards in writing and given the opportunity to pay service charges for a cleaning service. When they elect not to pay the service charge, they are responsible for:

4.7.2.1. Making sure their quarters meet approved cleanliness standards.

4.7.2.2. Cleaning/maintaining a proportionate share of common areas.

4.8. Fair Market Rental Charges and Collection.

4.8.1. Civilian Personnel. Set rental charges for civilians occupying UH facilities according to OMB Circular A-45, *Policy Governing Charges for Rental Quarters and Related Facilities*. Civilian occupants (except full-time Red Cross employees at foreign locations) not entitled to LQA must pay rental charges. Collect charges as stated in AFM 177-102, *Commercial Transactions at Base Level (PA)*. Civilian employees overseas will forfeit LQA in lieu of paying rental charges. Contract employees will pay rental charges unless otherwise stated in their agreement with the government.

4.8.2. Foreign Personnel. Rental charges for security assistance personnel are included in the tuition rate. For other foreign (liaison and exchange) personnel rental charges are set according to AFI 32-9003, and collected as stated in DFAS Regulation 177-102, unless otherwise stated in an official agreement.

4.8.3. Summer camps, national organizations, and youth groups. No charge is made if occupants perform all housekeeping and cleaning functions.

4.9. Records Review. The housing flight chief will make sure members assigned to UH are not receiving unauthorized housing allowances.

4.9.1. Annually the local FSO prepares a listing of members who receive single rate and partial rate BAQ (OFFLINE Reporting Control System). FSOs at overseas locations will include a list of members who receive variable housing allowance (OFFLINE Reporting Control System) for family members residing in the CONUS. The housing flight chief will:

4.9.1.1. Compare the list of names to UOQ/UNCOQ assignments records and provide the FSO with the name, rank, and social security number of all unmatched UH residents.

4.9.1.2. Send each unit listing to unit commanders or CDM for UEQ occupants certification. Upon unit commander certification, the unit returns the listings with a list of unmatched UH residents to the housing flight chief, who forwards the information to the FSO for determination of BAQ status.

4.9.1.3. Receive the final BAQ status of each unmatched resident from FSO for proper action.

4.9.1.4. Submit a change in BAQ authorization, using AF Form 594, to the FSO within 5 days for any necessary BAQ adjustments. The action date on the AF Form 594 will be retroactive to the date BAQ payments should have been stopped.

4.9.1.5. Keep a copy of the AF Form 594.

4.9.1.6. Keep the BAQ listing in the housing office until superseded.

4.9.2. The housing office also makes sure semiannually, that civilians assigned to quarters are either paying rental charges or forfeiting LQA.

4.10. Drayage and Storage. Local drayage and nontemporary storage of personal property is authorized at government expense in connection with assignment or termination of government quarters if the move is directed by the government (JFTR, paragraphs U4770, U5355, and U5380). Use the following guidance to determine local drayage and storage entitlements as required by the JFTR:

4.10.1. Moves from one UH accommodation to a different UH accommodation to provide for increased entitlement as a result of promotion, regulation changes, personal preferences, etc., are requested, **not** directed moves. Requested moves, when approved by the commander, are made at the discretion of the individual and are at personal expense.

4.10.2. If there is doubt over whether an item will be accepted for storage by a government contractor, resolve the issue with the traffic management office (TMO).

4.10.3. People may be directed to move into and out of UH for the benefit of the government (e.g., to vacate facilities for renovations or private room assignment policy, to make moves into renovated or newly constructed facilities). Relocation of eligible personnel is at government expense. The housing flight chief:

4.10.3.1. Provides a fund cite; use PE XXX79F for local drayage.

4.10.3.2. Advises eligible people to submit a request for drayage and storage as soon as possible, but no later than 30 days after quarters are assigned.

4.10.3.3. Requires members to turn in an inventory of property that they feel must be stored. Does not approve items that are not suitable for use in the assigned quarters. Prohibits any items not meeting criteria for government shipment (such as perishables,

agricultural products, flammables, and vehicles).

4.10.4. Those authorized to live off-base with single rate BAQ regardless of the dormitory occupancy rate (reference paragraph 4.1.2.)

4.10.5. When a member gains a dependent, drayage from on-base UH to local community housing is authorized at government expense.

4.11. Reconnection Fees. Comptroller General of the United States Decision B-187833 allows the Air Force to pay the cost of reconnecting one commercial telephone and one cable television service resulting from involuntary relocation between government housing or local off-base housing (DFAS Regulation 177-102). Limit reimbursement to one cable TV service and one standard telephone line per member. This cable TV/phone reimbursement authority does not apply to self-help installation of TV dish antenna or cellular telephone service activation. A member will not be reimbursed when the Air Force has evicted the occupant who did not adhere to housing regulations. To receive reimbursement a military or civilian member must:

4.11.1. Send a request through the unit commander and the housing flight chief to the FSO for payment.

4.11.2. Provide special orders or a signed letter directing the move.

4.11.3. Provide a receipt or bill for the cost of reconnecting telephone and cable television line.

Chapter 5

DORMITORY MANAGEMENT CONCEPTS

5.1 Installation Dormitory Management. This chapter defines dormitory management concepts, responsibilities, and operational procedures. Installation commanders may adopt a unit dormitory management concept (dormitory managers work for unit commanders), consolidated dormitory management concept (dormitory managers work in one consolidated office), or a combination representing the best methods of these two concepts unless directed otherwise by the MAJCOM. The following paragraphs list suggested alignment of responsibilities and operational procedures under the unit and consolidated dormitory management concepts.

5.2. Types of Dormitory Management. Installation commanders may adopt one of the following management concepts or a combination of the two unless directed otherwise by MAJCOM. Regardless of the management system used, unit integrity will be maintained as long as it does not impact the bases ability to maintain a 90% occupancy rate.

5.2.1 Unit Management Concept -- Management Responsibilities and Operational Procedures:

Unit Commander or Designated Representative:

- Assigns and terminates personnel in unit dormitories
- Reports occupancy to housing flight
- Reviews hardship requests to move off base and draw allowances and makes recommendations to installation commander through housing flight
- Maintains and inspects dormitories
- Submits a budget for dormitory supplies, and the host budget office integrates dormitory supply requirements into the base Real Property Services budget (PE XXX79F). Dorm managers purchase and control supplies
- Manages hospitality rooms
- Completes self-help and maintenance projects
- Acts as facility manager for unit dormitories
- Validates squadron BAQ roster annually
- Maintains AF Form 228 or automated product
- Conducts annual furnishings assessment
- Participates in the Quarters Improvement Committee
- Performs room inspections
- Schedules bay orderlies

Housing Flight:

- Manage waiting lists
- Reports unaccompanied housing utilization
- Processes hardship to approval level
- Recommends reallocation of space
- Processes housing allowances for unaccompanied personnel
- Authorizes drayage/storage of household goods
- Develops base policies for dormitories
- OPR for cable TV and telephone reconnection reimbursement
- Initiates facility and furnishings projects
- Participates in QIC.

5.2.2. Consolidated Dormitory Management Concept -- Management Responsibilities and Operational Procedures:

Consolidated Dormitory Manager:

- Assigns and terminates personnel in dormitories
- Reports occupancy to housing flight
- Reviews hardship requests to move off base and draw allowances and makes recommendations to installation commander through housing flight
- Maintains and inspects dormitory common areas
- Budgets for, purchases and controls supplies
- Manages hospitality rooms
- Completes self-help and maintenance projects
- Acts as facility manager for unit dormitories
- Validates BAQ roster annually

- Maintains AF Form 228 or automated product
- Conducts annual furnishings assessment
- Participates in the Quarters Improvement Committee
- Manage waiting lists
- Reports unaccompanied housing utilization
- Recommends reallocation of space
- Processes housing allowances for unaccompanied personnel
- Authorizes drayage/storage of household goods
- Develops base policies for dormitories
- OPR for cable TV and telephone reconnection reimbursement
- Initiates facility and furnishings projects
- Schedules bay orderlies

Unit Commander or Designated Representative:

- Performs room inspections
- Assigns bay orderlies
- Participates in Quarters Improvement Committee

Housing Flight

- Authorizes and processes housing allowances for unaccompanied personnel
- Participates in Quarters Improvement Committee
- Forwards occupancy data to MAJCOMs

5.3. Dormitory Manager Responsibilities (Unit/Consolidated). Dormitory management duties must be performed by highly motivated people who are dedicated to ensuring dormitory residents receive the same quality service as housing residents. To achieve this goal, dorm managers will carry the reporting identifier (RI) 9D000 and shall be assigned for a minimum of two years with an option to extend for one additional year.

5.3.1 See Air Force Dormitory Managers Workbook for operating dormitories under either concept.

5.4. Unaccompanied Housing Manager. It is recommended each base establish one additional position designated as the Unaccompanied Housing Manager. This position will provide oversight and management of the dormitory program. Suggested responsibilities are (but not limited to):

- Monitors/Manages overall dormitory funding
- Serves as POC for dormitory PSM (Personnel Listing) Products
- Formulates and integrates dormitory 5-year plans
- Interfaces with furnishings management on behalf of dormitories
- Conducts training for new dormitory managers
- Serves as POC for construction/renovation projects affecting all dormitories
- Coordinates dormitory construction and renovation activities
- Publishes and updates dormitory occupant pamphlet

5.5. Form Prescribed. AF Form 291, **Unaccompanied Quarters Assignment/Termination Record.**

EUGENE A. LUPIA, Major General, USAF
The Civil Engineer

TERMS EXPLAINED

Terms

Abuse—Deliberate unauthorized use of government property or willful misconduct (damage).

Basic Allowance for Quarters (BAQ)—An amount of money set by law which a member may be entitled to according to their status. There are four BAQ rates:

- **With Dependent Rate.** An allowance given to defray the cost of housing for the member and their family members when government quarters are not available.
- **Without Dependent Rate.** An allowance given members without dependents to defray the cost of housing when government quarters are not available.
- **Partial Rate.** An amount of money approximately equal to the amount reallocated from basic pay at the time of pay raises. This payment is authorized for all unaccompanied (members without dependents) people who are not entitled to full BAQ., except unaccompanied members occupying contract or leased quarters which cost more than their BAQ plus VHA/OHA..
- **Basic Allowance for Quarters Differential (BAQ-DIFF) Rate.** The amount of BAQ equal to the difference between the with dependent and without dependent rates for the member's grade, rank, or rating.

Civilian Employees—US civilian federal employees paid from DoD appropriated or nonappropriated funds.

Commuting Distance—The distance from the installation which can normally be traveled by a person during normal commuting hour traffic in one hour or less, or within other limits the installation commander sets based on military necessity.

Consolidated Dormitory Management (CDM). —A system where permanent party enlisted dormitories are managed by a consolidated or centralized office. Unit integrity is maintained in room assignments. A CDM system does not relieve unit commanders and first sergeants from their responsibility for involvement in dormitories with respect to the living conditions and needs of their unit personnel.

Continental United States (CONUS)—US territory, including the adjacent territorial waters, located within the North American continent between Canada and Mexico.

Conversion—Permanent change in use of government facilities that will change category code on real property inventory or combine government quarters.

Dependent.—The term "dependent" with respect to a member of a uniformed service, means the following people (*Note:* no person may be considered a dependent for allowance purposes at any time when entitled to basic pay under 10 USC 421):

- The spouse of the member.
- An unmarried child of the member who:
 - Is under 21 years of age.
 - Is incapable of self-support because of mental or physical incapacity and is in fact dependent on the member for more than one-half of the child's support.
 - Is under 23 years of age, is enrolled in a full-time course of study in an institution of higher education approved by the Secretary concerned for the purposes of this subparagraph, and is in fact dependent on the member for more than one-half of the child's support.
- A parent of the member if:
 - The parent is in fact dependent on the member for more than one-half of the parent's support.
 - The parent has been so dependent over a period prescribed by the Secretary concerned or became so dependent due to a change of circumstances arising after the member entered on active duty.
 - The dependency of the parent on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations by the Secretary concerned.
- Other Definitions:
 - The term "child" includes:
 - A stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild's parent by blood).
 - An adopted child of the member, including a child placed in the home of the member by a placement agency for the purpose of adoption.
 - An illegitimate child of the member if the member's parentage of the child is established in accordance with criteria prescribed in regulations by the Secretary concerned.
- The term "parent" means:
 - A natural parent of the member.
 - A stepparent of the member.
 - A parent of the member by adoption.

- A parent, stepparent, or adopted parent of the spouse of the member.
- Any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least five years before the member became 21 years of age.

Dislocation Allowance (DLA)—An amount of money equal to two months BAQ at the rate set for a member's grade and family member status. Authorized when a member goes PCS and is not assigned to permanent government quarters within 60 days after arrival at the new duty station.

Diversion—Temporary use of government facilities for other than designated use. Does not change category code on real property inventory.

Essential Personnel—Military and civilian personnel required by the installation commander to reside on the installation because of military necessity and operational considerations.

Government Quarters—Family and unaccompanied housing units that the DoD owns, leases, obtains by permit, or otherwise acquires.

Gross Negligence—An extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances considered, and accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of the act.

Hardships—Unique and unusual circumstances that, in the commander's judgment, impose an extraordinary burden on a member not normally encountered by other members of similar grade at that installation.

Inadequate Quarters—Quarters that do not meet the minimum adequacy standards.

Installation Commander—The senior installation (wing) commander.

Involuntarily Separated Personnel—Service member who has family members but qualifies for occupancy of UH because either or both of the following apply: family housing is not programmable for the member regardless of desire to be accompanied; or member is assigned to a location not in CONUS, Alaska, or Hawaii where dependents are not authorized or delayed arrival of dependents is required.

Living Quarters Allowance (LQA)—An amount of money paid eligible civilian employees for allowable costs of off base quarters in overseas areas, if adequate government quarters are not assigned or made available.

Local Area—The area within one hour's driving time of an individual's duty station (one way at normal commuting hour).

Lodging Quarters. —Quarters used to provide temporary lodging to travelers, which include visiting officer quarters (VOQ), visiting airmen quarters (VAQ), and temporary lodging facilities (TLF).

Military Necessity—Military considerations that, in the installation commander's judgment, require an individual to live in government-owned or controlled quarters for completion of essential duties that cannot be deferred or scheduled for normal duty hours. When military necessity is invoked by an installation commander for purposes of assigning personnel to government housing, the nature and the reasons for the military necessity must be specified. Conservation of BAQ or other funds is not a basis for a determination of military necessity.

Negligence—The failure to act as a reasonably prudent person would act under similar circumstances.

Overseas or OCONUS—All locations, including Alaska and Hawaii, outside the continental United States.

Overseas Housing Allowance (OHA)—An allowance (in addition to the member's BAQ) to which a service member who resides on the local economy overseas may be entitled (except Alaska and Hawaii). The amount of OHA is determined by the service member's grade, number of family members sharing quarters and rent or utilities ceiling.

PCS Students —(Pipeline). Personnel attending a training course or school in a PCS status.

Permanent Party Personnel—Personnel assigned or attached to an installation in a PCS status.

Seniority—Relative position of members, based on grade, date of rank, length of service and date of birth.

Space Available. —Unaccompanied E-5 and above personnel and E-1-E-4 married but voluntarily separated personnel. Unaccompanied quarters cannot be programmed for this category.

Space Required. —Unaccompanied personnel in grades E-1-E-4. For installations where the Housing Market Analysis (HMA) fully justifies a deficit of adequate and affordable off base housing to support unaccompanied E-5 through E-9 personnel, the effected grades (as identified in the HMA) may be considered space required. Unaccompanied quarters must be programmed for this category, to ensure all space required people are housed on base.

UH Manager.—For UNCOQs or UOQs, it is the housing flight chief. For UEQs, it is the unit commander or CDM.

Unaccompanied Enlisted Quarters (UEQ).—Enlisted unaccompanied permanent party personnel housing.

Unaccompanied Housing (UH).—All housing assets (owned or leased) for unaccompanied permanent party personnel.

Unaccompanied Personnel Housing (UPH).—All housing assets (owned or leased) for unaccompanied permanent party and transient officer and enlisted personnel.

Unaccompanied Officer Quarters (UOQ).—Officer quarters used for permanent party unaccompanied officers.

Unaccompanied Personnel.—Unmarried civilian or military members not authorized with-dependent rate BAQ; members married to members with no dependents, who are not assigned to the same or adjacent installation (within the local commuting area).

Unit Integrity. —Designating a building, or any portion thereof, for exclusive use by a particular unit or organization.

Unit Dormitory Management—A system where base permanent party enlisted dormitories are managed by individual unit (squadron) commanders.

Willful Misconduct—Intentional damage, destruction, or loss of Government property.

QUARTERS INSPECTION PLAN

A2.1. Who Inspects and Rates Quarters. The installation commander determines who inspects and rates quarters. Self-inspection by dorm residents is authorized. Inspections generally are scheduled and announced, but may be no notice. Each installation establishes inspection standards and designates authorized inspectors.

A2.2. Inspection. Installations must ensure all occupants are briefed on inspection criteria, frequency, and who is designated to inspect their rooms. The focus for quarters inspection is **safety and health**.

A2.3. Category Definitions and Frequency of Inspection:

A2.3.1. Category A (Outstanding). Cleanliness and neatness exceeding standards.

A2.3.2. Category B (Satisfactory). Meets standards.

A2.3.3. Category C (Unsatisfactory). Does not meet standards. Report quarters not meeting safety and health standards to the member's first sergeant and establish a reinspection schedule for a necessary period of time to ensure standards are met and maintained.

A2.4. Rooms Displaying "SHIFT WORKER" Signs. Establish inspection schedules to accommodate occupants work/sleep schedules.

INSTRUCTIONS FOR COMPLETING AF FORM 291, UNACCOMPANIED QUARTERS ASSIGNMENT-TERMINATION RECORD

A3.1. General Instructions:

A3.1.1. Purpose. This form consolidates and standardizes all actions about the assignment and termination of unaccompanied housing (UH), BAQ and DLA entitlements, informs members of quarters availability and the required coordination when obtaining off-base housing.

A3.1.2. The housing manager keeps the signed AF Form 291 for UOQ/UNCOQs, and units keep the signed AF Form 291 for UEQs until the member is authorized BAQ, recalled to the base, or departs PCS.

A3.2. Instructions for Completing Section I - Personal Data:

A3.2.1. Name of member. Self explanatory.

A3.2.2. Grade of member. Airman, Airman First Class, etc.

A3.2.3. SSN. Member's social security number.

A3.2.4. Organization and station. Current organization and station of member being assigned.

A3.2.5. Building number and room number member is assigned.

A3.2.6. Assignment data. Enter date member is assigned to UH and members priority of assignment (1-6).

A3.2.7. Termination date - enter date member passes final clearance inspection of quarters.

A3.3. Instruction for Completing Section II - Payment of BAQ or DLA:

A3.3.1. Block 1 - Follow guidance outlined in AFI 32-6005, chapter 4. Make sure member is authorized this entitlement prior to checking this block.

A3.3.2. Block 1a - Determine adequacy of quarters before checking this block. BAQ will not be issued unless base wide occupancy exceeds 95 percent. Also, mark applicable block in section III.

A3.3.3. Block 1b - Personnel in grades E-6 and above may elect not to occupy government quarters.

A3.3.4. Block 1c - Circle either duty assignment or hardship, whichever applies and attach installation commander's determination.

A3.3.5. Block 1d - Military married to military stationed at the same locale.

A3.3.6. Block 1e - Member with privately owned mobile home that was moved from previous duty station at government cost (authorized in PCS orders).

A3.3.7. Block 1f - Significant amount of personal property for which storage and drayage costs exceed 50 percent of BAQ forfeited by member.

A3.3.8. Block 2 - Member is being reassigned to government quarters, single rate BAQ is stopped and partial rate BAQ is started.

A3.3.9. Block 3 - Dislocation allowance authorized according to chapter 4, AFI 32-6005. Make sure member is authorized this entitlement before checking this block.

A3.3.10. Block 4 - If a member wants to reside off base without BAQ, they must have approval of their unit commander and read and initial statement in section IV.

A3.3.11. Block 5 - Must be checked when member does not want to reside in available quarters and have unit commander and housing flight concurrence.

A3.3.12. Block 6 - For overseas only (loaner kits).

A3.4. Instructions for Completing Section III - Availability of Quarters. Housing manager, commander, or first sergeant must check the applicable statement (A, B, or C) based on the installations' current UH situation. Member must acknowledge by initialing the block.

A3.5. Instructions for Completing Section IV - Statement for Off-Base Residency Without BAQ. Members wanting to reside off base without BAQ must read and acknowledge by initialing the statement. In addition, must have their unit commanders' approval (also initials in section II, block 5).

A3.6. Instructions for Completing Section V - Acknowledgment/Authorization:

A3.6.1. Line 1--Date actions started. Typed or printed name and grade of member and members' payroll signature.

A3.6.2. Line 2--Date certified, typed or printed name and grade of certifying officer.